Information Technology Specialist

Hyde County seeks a motivated individual to serve as a full-time Information Technology Specialist. The successful candidate should have at least four years of information technology job experience in an enterprise environment and significant on-the-job or other technical training that can be shown to provide the required knowledge of information systems provided by completion of advanced certifications or college degree. Possession of an associate's degree or advanced certifications in information systems, network technology, or information systems security and two years of job experience may be substituted for the four years of information technology work experience.

Skills/Qualifications:

• Knowledge of Windows operating systems, both client and servers.
• Knowledge of data communications networks, including cloud technology.
• Ability to operate information systems input/output devices.
• Ability to diagnose hardware and/or software problems.
• Ability to conduct training and informational sessions.
• Ability to follow oral and written instructions.
• Ability to communicate effectively.
• Ability to repair and install computer and peripheral equipment.
• Ability to prepare and install software packages.
• Ability to explain instructions and guidelines to others effectively.
• Ability to perform complex information technology technician assignments.

Job duties include but not limited to:

• Performs all functions required to prepare and install computers and related equipment, including connections to the network.
• Responsible for preparation and installation of software, peripheral devices and communications equipment.
• Orders and inventories spare parts, including stripping surplus equipment for usable parts.
• Evaluates requests for microcomputer services, develops alternate proposals, and recommends new applications.
• Develops system specifications, writes and tests programs, and compiles support documentation and manuals.
• Implements systems and provides for ongoing maintenance and enhancements.
• Trains users in the basic operation of computers, programs and related components.
• Analyzes and recovers system when malfunction occurs.
• Monitors and implements all security procedures for network.
• Performs back-up, recovery and systems monitoring.
• Troubleshoots and maintains software and hardware life cycles to ensure optimal performance and system throughout.
• Monitors hardware and software on LAN/WAN systems; performs troubleshooting and upkeep as needed.
• Acts as help desk for all users, resolves problems with computer hardware and software.
• Coordinates and schedules work with vendor service providers.
• Assists in Grant Writing activities.
• Heads up various County safety courses and committees as they relate to insurance and emergency management.
• Performs related tasks as required.

Application Process:

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: www.hydecountync.gov. Applications should be sent to: Hyde County Director of Human Resources, PO Box 188, Swan Quarter, NC 27885, or to tblake@hydecountync.gov by May 20, 2016. Hyde County is an EOE.